

Town of Wenham
Wenham Board of Selectmen
Tuesday, February 7, 2006
Bessie Buker Multi Media Room
7:30 p.m.

APPROVED BY
BOARD OF SELECTMEN
AT THEIR MEETING OF

February 21, 2006

Present: Tom Tanous, Chair; Peter Hersee, Don Pickard

Also Present: Jeff Chelgren, Town Administrator; Catherine Tinsley, Secretary

Mr. Tanous opened the meeting at 7:31 p.m. and acknowledged those residents in attendance to speak to the Selectmen.

Fire Department

Fire Chief Blanchard and other firefighters brought two newly acquired pieces of fire fighting equipment into the meeting.

Chief Blanchard explained that after various fund-raising events, the Fire Company, with the generous help of Dawson's Hardware Store, replaced two old saws. Chief went on to say that Dawson's not only sold the roof venting saw at cost, but donated the K12 rescue saw, and noted the equipment is worth more than \$2600.00.

While talking about how the saws are used at a fire, the firefighters gave a brief demonstration of the equipment.

The BOS recognized and thanked Dawson's for their generosity and for their ongoing support over the years.

Recycling Committee Presentation

Resident and Recycling Committee member Buffy Colt was present to talk about the newly appointed recycling committee and she introduced Environmental Advisor to the committee, Carolyn Dan and committee member Lynn Welbourn.

She went on to talk about the importance of recycling, saying residents need to be pro active.

Ms. Colt said the schools are actively participating and currently holding a poster contest for the students that promotes recycling, especially cardboard.

During her presentation, Ms. Colt suggested to the Selectmen that a dumpster specifically for cardboard be available to residents, noting that after April 17th, cardboard and other recyclable material will be banned from regular trash pickup and will have to be recycled.

Mr. Chelgren said such a dumpster could be incorporated with the white-goods drop off held on the first Saturday of each month. Funding the dumpster with money from the NESWC account was discussed.

Ms. Colt suggested that the town compare the cost of a packer truck compared to a dumpster.

She went on to make a few simple suggestions on how residents can improve recycling adding the town is now being charged by volume, not tonnage, and recycling is cost effective.

Mr. Chelgren identified that the town's web site will be updated with recycling information.

Car Barn Lot

Before resident Judy LeBlanc spoke to the Selectmen regarding the car barn lot, Mr. Hersee reviewed the reason behind converting the lot on the corner of Main and Arbor Streets three years ago, saying the plan was to use the lot for construction worker parking during the town hall/ police station building project.

Ms. LeBlanc identified that she is an abutter to the lot and addressed the BOS about the current use of the property. She informed the Selectmen that the maintenance of the lot, i.e. plowing, has become bothersome, and requested that until it is used for the purpose of construction worker parking, it not be maintained, and observed that this is an additional cost to the town.

Ms. LeBlanc went on to say that she notices people going to the church across the street tend not to use the crosswalk when parking in the lot and shared her concern that this is a safety issue. She requested the Selectmen block off the lot, at least through the winter, unless the church or the town has a special need.

After discussing the building project's schedule, Mr. Pickard suggested the lot be closed and not be plowed, unless construction starts and it is needed for parking.

It was the will of the Selectmen that the car barn lot be closed on a temporary basis starting March 1, 2006 and the church be given notice prior to the closing.

Biometrics – Vote to Implement

Mr. Pickard identified that the town is considering the use of biometric machines at the police/fire station and the DPW barn to identify employees and track their work time by scanning the employee's hand and downloading the information to town hall for payroll and bookkeeping related to auditing. He said both the Police and Fire Chiefs met with a business that uses a biometric system and spoke highly of the system, noting the system representatives say the software can be made to meet the specific needs of the town.

The cost of the readers was identified as \$7,641.00 with additional costs incurred to set up the units.

Mr. Hersee questioned how firefighters will be tracked.

Chief Blanchard responded saying firefighters will go directly to the location of the call but at some point will scan their hand.

Mr. Pickard moved to implement the Biometric system as presented and to authorize the Town Administrator to acquire the equipment. Mr. Hersee seconded and the motion was approved by unanimous vote.

ANOUNCEMENTS

Annual Town Election / Nomination Papers

Mr. Tanous identified that nomination papers are available at the Town Clerk's office and the last day to obtain papers is March 16, 2006. Papers must be returned to the Town Clerk's office by March 20, 2006 and can be withdrawn up to April 5, 2006.

He noted twenty signatures are required to be nominated and included on the ballot.

Mr. Tanous also announced that residents that have not registered to vote in Wenham must register to vote by the end of the day April 14, 2006 in order to vote at the annual town meeting in May.

He add absentee ballots will be available in mid April.

He went on to identify the elected positions as: Town moderator, Town Clerk, Selectman, Board of Assessors (three seats), Planning Board, Tree Warden, Board of Health, Cemetery Commission, Water Commission, Housing Authority, Library Trustees and School Committee.

Annual Census Underway – Please accept calls

Mr. Tanous said that four people are currently making the annual census calls as required by law.

Mr. Pickard suggested that the town consider other ways to retrieve this information because of the threat of scams, identify theft, security issues etc.

OLD BUSINESS

After Mr. Chelgren identified the current owner (NEP) of the Dearborn property on Route 97 is expected to be putting the property up for sale, he explained that by law the town has the right of first refusal to purchase the property. He noted that the property was a part of the fly ash clean-up. Mr. Chelgren went on to say that the Hamilton / Wenham Open Land Trust has informed the town they are willing to help Wenham obtain the land by assisting with grants and CPA funding, adding that February 20, 2006 is the last day for submitting requests for CPA funding.

Mr. Tanous noted that the property can not be sold until the seedlings planted after the fly ash clean up have taken hold.

Mr. Tanous moved to authorize the Town Administrator to request funds from the CPA for the possible purchase of the so called Dearborn property on the Wenham Beverly line valued at \$703,000.00.

Mr. Hersee seconded, and the motion was approved by unanimous vote.

Unsung Heroine Nominations

Mr. Hersee moved that Ann Brainard and Liz Furber be submitted as nominees for the Unsung Hero award for their efforts in getting supplies for the hurricane Katrina victims.

Mr. Pickard seconded and the motion was approved by unanimous vote.

Mr. Tanous requested that the BOS postpone the WISSH Committee's request to contribute to Senior Care until Town Counsel reviews the law, and it was agreed to address this at a later date.

Mr. Chelgren gave an update on the Capital Management Advisory Committee's recommendation to the Wenham & Hamilton Selectmen and the School Committee, on proceeding with the appointment of a Capital Management Committee.

He reported that after taking the concerns of the Selectmen and School Committee under consideration it is now the recommendation of the CMAC that the CMC initially be for a two-year term to see how the committee progresses before it is taken to town meetings for adoption.

He identified that the three entities are now being asked to appoint a CMC as an extension of the BOS authority and for existing funds in the entities to be used at the discretion of the Town Administrators or School Superintendent. This new committee would operate as a recommending body to prove the merit of the committee. Mr. Chelgren requested that the Wenham Board of Selectmen authorize the Town Administrator to work with the Hamilton Selectmen, Town Administrator, and the School Committee to bring forth candidates for a two year term under the jurisdiction of the BOS to develop capital inventories and develop budgets.

It was the will of the Selectmen to authorize the Town Administrator to move forward with the revised Capital Management Committee.

Holocaust remembrance day designation

Mr. Hersee acknowledged a request for the week of April 23 -30 as Days of Remembrance for the 6 million Jews and the victims of the holocaust.

Mr. Hersee moved the week of April 23-30 as Days of Remembrance in the Town of Wenham.

Mr. Pickard seconded and the motion was approved by unanimous vote.

Insurance

Mr. Chelgren noted that recently the BOS authorized the Town Administrator to pursue modifications of the Town's health insurance plan as required and an Insurance Committee has been appointed to review the current insurance plan and possible alternatives. They will have their first meeting tomorrow.

The committee's recommendation will be made for the FY07 budget.

Mr. Hersee moved that Jeff Chelgren, Town Administrator; Rich Viscay, Finance Director, and Sarah Johnson, Treasurer/Collector be designated as the town representatives on the insurance advisory committee.

Library Construction Fund

Mr. Chelgren reported that there have been ongoing problems with the HVAC in the library which feeds the main meetings rooms and that there have been repeated attempts to fix the problem. He said that recently Mr. Tyack isolated the issue and is working with the vendors to resolve faulty equipment that was installed. Therefore he is requesting \$4,665.00 be taken out of the library construction fund to fix the problem. Mr. Chelgren identified that there is approximately \$75,000.00 in that account.

Mr. Pickard moved to authorize the expenses for repair be covered by the library construction fund.

Mr. Hersee seconded and the motion was approved by unanimous vote

Mr. Chelgren informed the Selectmen, it has become necessary to have an assistant in the Town Clerk's office because of the increased work load. He said the town Treasurer/Collector who shares the office space, is willing to serve in the position.

Mr. Hersee moved to appoint Sarah Johnson as assistant town clerk through June 30, 2006.

Mr. Pickard seconded and the motion was approved by unanimous vote.

Mr. Chelgren identified that a revised emergency plan is included in the Selectmen's packets, saying that after the Police and Fire Chief reviewed the existing plan, it was found to have important implementation issues missing.

He went on to say that currently Gordon College and the HWRHS are the two places identified for emergency housing for Wenham residents, but that a central location is missing. It has been suggested that the Buker multi media room be outfitted with a generator to heat and provide electricity to the Buker in an emergency, adding the estimated cost for a generator is \$35,000 installed.

Mr. Chelgren also reported that emergency supplies are spread throughout the town and the new plan would consolidate the supplies in close proximity to the Buker school most probably in the basement of the center school.

The estimated cost to retrofit the proposed storage area \$8000.00 and the cost for the supplies themselves is \$9,000.00. He said this would be considered for the FY07 budget and will be discussed with the Finance & Advisory Committee.

NEW BUSINESS

Mr. Chelgren announced that DPW Director Dan Lynch is retiring and has submitted his resignation effective February 10, 2006 and that Finance Director Rich Viscay has also submitted his resignation effective March 3, 2006 to take a position in the town of Salem.

Regarding the two vacancies, Mr. Chelgren said the department transition plans outline coverage until the positions are filled, but he needed authorization to bring in outside help and to temporarily increase the hours of staff as needed.

Mr. Hersee moved to authorize the Town Administrator to proceed forward with the transition plan as described.

Mr. Pickard seconded and the motion was approved by unanimous vote.

Mr. Chelgren identified that two residents have suggested that the format of the BOS agenda change to include town updates and a time to address questions to the Selectmen. Mr. Hersee suggested that the BOS start one of their monthly meetings at 7pm to include a time for questions and updates.

Alternate dates/ time will be submitted to the BOS for consideration.

Mr. Tanous announced that Senior Care is holding their annual valentine's breakfast on February 14th at 7 a.m. at the Gloucester House. The cost is \$8 per person.

Mr. Chelgren updated the Selectmen regarding the Iron Rail RFP, informing them there was no response.

Regarding the Dodge parcel on Main Street, Mr. Chelgren stated that the Planning Board approved twenty-four units of senior housing, and for five acres to remain under conservation restriction as presented in the plans submitted by Windover.

Mr. Tanous moved that the Selectmen approve the conservation restriction as submitted by Windover.

Mr. Hersee seconded and the motion was approved by unanimous vote.

Mr. Chelgren identified that Finance Committee member Deb Evans is working with the schools and accepting a small stipend for work, therefore is submitting an Appearance of Conflict disclosure.

Mr. Pickard moved to authorize the Chair to sign the disclosure for Deb Evens. Mr. Hersee seconded and the motion was approved by unanimous vote.

Mr. Hersee moved to accept the minutes of December 20, 2005, with edits as indicated. Mr. Pickard seconded and the motion was approved by unanimous vote.

Mr. Hersee moved to accept the minutes of January 3, 2006, with edits as indicated. Mr. Pickard seconded and the motion was approved by unanimous vote.

Mr. Hersee moved to accept the executive session minutes of January 3, 2006 with edits as indicated. Mr. Pickard seconded and the motion was approved by unanimous vote.

9:07 p.m. - Mr. Hersee moved to recess the meeting until Thursday (2/9/06) at 6 pm in the recreation building and that an executive session be held at that time.

Mr. Pickard seconded and the motion was approved by unanimous vote.

Town of Wenham
Wenham Board of Selectmen
Thursday, February 9, 2006
6 p.m.

Present: Tom Tanous, Chair; Peter Hersee, Don Pickard

Also Present: Jeff Chelgren, Town Administrator; Catherine Tinsley, Secretary

Mr. Tanous reconvened the February 7, 2006 meeting at 6:04 p.m.

John Darling Chair of the Building Committee was present to update the selectmen regarding the Memorandum of Understanding with the Architect, J. Stewart Roberts, saying that Mr. Roberts is in agreement with the contract and will sign it at the Building Committee meeting tonight.

Mr. Pickard moved to accept the MOU and the demolition contract with J Stewart Roberts. Mr. Hersee seconded and the motion was approved by unanimous vote.

After briefly updating the Selectmen on the progress of the committee, Mr. Darling left the meeting.

Mr. Hersee moved to enter into executive session for the purpose of discussing pending legal action as well as contract negotiation and return to open session. Mr. Pickard seconded and the motion was approved by roll call vote.

Executive session

The Selectmen returned to open session.

Mr. Chelgren told the Selectmen that Attorney General, Tom Riley sent a notification to the town regarding the wording of the public notification regarding the Planning Board hearing for the Dodge property development saying the notice did not identify that the plans could be reviewed, and the location. To satisfy the law, the town has another notification in the Salem paper for a one time publication.

DEP Water Appeal – There was a general discussion that Wenham can not continue their appeal.

DPW

Identifying that DPW Director, Dan Lynch is resigning, the Selectmen reviewed the DPW's transition plan for the interim DPW Director position including salary, and benefits.

Mr. Hersee moved to approve the interim salary for John Pews as indicated.

Mr. Pickard seconded and the motion was approved by unanimous vote.

Mr. Chelgren informed the BOS that Mr. Pews is not interested in the Director position. It was the will of the Selectmen that the DPW Director position be advertised immediately.

There was a general discussion regarding the merger of the DPW and Water Departments as part of the future transition plans for the departments.

Finance Director

Mr. Chelgren identified the need to fill the Finance Director position, noting Rick Viscay is leaving in March. It was the will of the BOS that the Town Administrator advertise for the position internally before publicly.

Mr. Hersee moved that Sarah Johnson be appointed as interim Finance Director and compensate her hours and salary as discussed. Mr. Pickard seconded and the motion was approved by unanimous vote.

The Selectmen talked about different approaches to fill the vacancies permanently.

Mr. Hersee will assist the Town Administrator with interviews.

7:25 p.m. - Mr. Pickard moved to adjourn and it was unanimous to do so.